

## **9 FAM 40.6 PROCEDURAL NOTES**

*(CT:VISA-2026; 09-23-2013)*  
*(Office of Origin: CA/VO/L/R)*

### **9 FAM 40.6 PN1 NEVER DELETE AN ACTUAL CASE OR REFUSAL FROM THE SYSTEM**

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In no case should you delete an actual case or refusal from the system.

- (1) Even if the refusal is overturned, there must be a record of the original adjudication and subsequent decisions.
- (2) Officers should use the overcome/waive functions in the Non-Immigrant Visas (NIV) and Immigrant Visa Overseas (IVO) systems when appropriate (see 9 FAM 40.6 N4).
- (3) You should only delete cases from the system when no visa application exists or a case is clearly a duplicate entered in error.
- (4) An NIV record without an application can occur when cases have been data-entered but the applicants neither paid an application fee nor were interviewed.
- (5) If an applicant has paid an application fee but not appeared for the interview, you should refuse that case under INA 221(g) pending a rescheduled interview, not delete the case from the system. Some posts may still have test cases in the system that was put in during IV or NIV system installations. You may delete those cases. *After one year delete from NIV system all no shows.*